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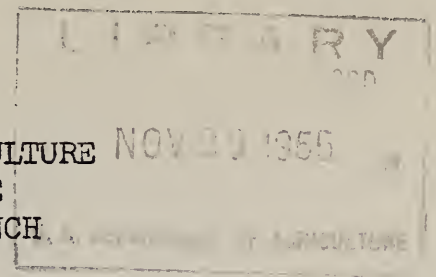
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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE
ANIMAL DISEASE ERADICATION BRANCH
WASHINGTON 25, D. C.

August 10, 1955

ADE BRANCH MEMORANDUM NO. 508.44

To   : ADE Branch Stations

From   : R. W. Morgan, Administrative Officer

Subject: Overtime Payments

I   PURPOSE

The purpose of this memorandum is to call particular attention to
section III, sub-paragraph B, Administrative Memorandum 402.4,
dated June 21, 1955, which is quoted for your information and
guidance:

> "For Employees Paid at Rates Above the Maximum Scheduled Rate
> of GS-9. It shall be the policy of ARS to compensate these
> employees for irregular or occasional overtime with an equal
> amount of compensatory time off from their scheduled tours
> of duty. However, officials who have been delegated authority
> to order or approve irregular or occasional overtime may approve
> exceptions to this policy for employees in grades GS-10 and
> above when the overtime worked is specifically associated
> with reimbursable overtime. Any other exceptions must be
> requested in writing and approved by the Assistant Adminis-
> trator-Management. Such requests must state specifically
> why payment of overtime in lieu of compensatory time off
> is in the best interest of the Service."

II   GENERAL

The Branch has approved regular and occasional overtime for
temporary periods at a few field stations and required over-
time at a few stockyards stations. Inasmuch as the authori-
zation for overtime did not specifically call attention to
the instructions quoted above, it is thought advisable to

bring it to the attention of all stations as a matter of
clarification and for your future guidance.   It is not
likely that it will be applicable except in cases of work
performed by diagnosticians . or veterinarians in the stock-
yards; but, in such cases, the instructions quoted above
should be followed.

R.W. Morgan